

FLEET MANAGEMENT

BUDGET UNIT: MOTOR POOL (IBA VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division provides for replacement, fuel, maintenance, insurance, overhead, and other operational costs of fleet vehicles. Motor Pool currently has ownership and responsibility for 1,892 automobiles, vans, pickup trucks, and various specialty vehicles assigned to county departments. All operational costs of the Motor Pool Division are financed through rental rates.

The Motor Pool budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	9,779,969	8,650,585	7,157,761	8,415,009
Total Financing Sources	11,061,452	10,992,000	11,484,082	11,265,463
Revenue Over/(Under) Expense	1,281,483	2,341,415	4,326,321	2,850,454
Budgeted Staffing		8.1		4.0
Fixed Assets	1,988,299	6,000,000	4,672,735	4,200,000
Unrestricted Net Assets Avail. at Yr. End	7,380,307		5,505,000	
<u>Workload Indicators</u>				
Vehicles owned by the Motor Pool	1,913	1,925	1,266	1,253
Vehicles owned by other departments			597	597
Total miles driven (all vehicles)	18,817,108	21,150,000	20,281,125	19,000,000

Workload indicators are changed to segregate fleet vehicles that are owned by the motor pool and those that are owned by other departments. The charge for monthly fixed cost is not assessed on vehicles owned by other departments because Fleet Management is not responsible for their eventual replacement.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has been reduced by 4.1 positions. To appropriately align job functions by fund, 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) are transferred to the Garage (ICB VHS). In addition, 1.0 vacant Public Service Employee and 0.1 Fiscal Clerk III are deleted as part of the department's 30% Cost Reduction Plan.

PROGRAM CHANGES

None.

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GROUP: Internal Services
DEPARTMENT: Fleet Management - Motor Pool
FUND: Internal Services IBA VHS

FUNCTION: General
ACTIVITY: Central Motor Pool

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	551,928	675,301	703,435	(505,837)	197,598
Services and Supplies	6,602,842	5,204,508	5,107,005	(4,361,734)	745,271
Central Computer	2,991	4,482	2,440	-	2,440
Transfers	-	-	(179)	5,143,481	5,143,302
Total Exp Authority	7,157,761	5,884,291	5,812,701	275,910	6,088,611
Reimbursements	-	-	-	(300,000)	(300,000)
Total Appropriation	7,157,761	5,884,291	5,812,701	(24,090)	5,788,611
Depreciation	-	2,766,294	2,766,294	(139,896)	2,626,398
Total Operating Expense	7,157,761	8,650,585	8,578,995	(163,986)	8,415,009
Revenue					
Use of Money & Prop	260,431	165,000	165,000	-	165,000
Current Services	7,887,316	10,652,000	10,652,000	(2,352,935)	8,299,065
Other Revenue	3,150,330	-	-	2,626,398	2,626,398
Total Revenue	11,298,077	10,817,000	10,817,000	273,463	11,090,463
Other Financing Sources	186,005	175,000	175,000	-	175,000
Total Financing Sources	11,484,082	10,992,000	10,992,000	273,463	11,265,463
Rev Over/(Under) Exp	4,326,321	2,341,415	2,413,005	437,449	2,850,454
Budgeted Staff		8.1	8.1	(4.1)	4.0
Fixed Asset Exp.					
Vehicles	4,672,735	6,000,000	6,000,000	(1,800,000)	4,200,000
Total Fixed Assets	4,672,735	6,000,000	6,000,000	(1,800,000)	4,200,000

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	9,826 MOU.
	16,324 Retirement.
	1,984 Risk Management Workers' Comp.
	28,134
Services and Supplies	(97,503) Risk Management Liabilities.
Central Computer	(2,042)
Transfers	(179) Incremental Change in EHAP.
Total Operating Expense Change	(71,590)
Total Financing Sources Change	-
Total Rev Over/(Under) Exp Change	71,590
Total 2002-03 Operating Expense	8,650,585
Total 2002-03 Financing Sources	10,992,000
Total 2002-03 Rev Over/(Under) Exp	2,341,415
Total Base Budget Operating Expense	8,578,995
Total Base Budget Financing Sources	10,992,000
Total Base Budget Rev Over/(Under) Exp	2,413,005

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Board Approved Changes to Base Budget

Salaries and Benefits	(214,440)	Step increases offset by 1.0 Fiscal Clerk and 2.0 Motor Pool Assistants transferred to the Garage (ICB VHS). Also, as part of the department's 30% Cost Reduction Plan, includes the deletion of 1.0 vacant Public Service Employee and 0.1 Fiscal Clerk III .
	<u>(291,397)</u>	GASB 34 accounting change (departmental overhead).
	<u>(505,837)</u>	
Services and Supplies	(1,583)	GASB 34 accounting change (EHAP).
	45,939	COWCAP
	<u>(4,406,090)</u>	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(4,361,734)</u>	
Transfers	1,583	GASB 34 accounting change (EHAP).
	291,397	GASB 34 accounting change (Departmental overhead).
	4,850,501	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>5,143,481</u>	
Total Exp Authority	<u>275,910</u>	
Reimbursement	<u>(300,000)</u>	Garage expenses.
Total Appropriation	<u>(24,090)</u>	
Depreciation	<u>(139,896)</u>	Auditor-Controller estimates.
Total Operating Expense	<u>(163,986)</u>	
Revenue		
Current Services	<u>(2,352,935)</u>	Reclassify revenue related to vehicle replacement.
Other Revenue	<u>2,626,398</u>	Reclassify revenue related to vehicle replacement.
Total Revenue	<u>273,463</u>	
Rev Over/(Under) Exp	<u>437,449</u>	
Total Fixed Assets	<u>(1,800,000)</u>	Decrease the number of vehicles to be purchased from 300 to 200.